



Outreach Notice



Supply / Property Clerk – GS-2005-3 Region 6 – Malheur National Forest

1 May 2015

The Malheur National Forest (R6) will soon be advertising a Part Time Temporary Property Clerk position within the Administrative Offices of the Supervisor's Office. The duty station will be John Day, OR. The incumbent serves as a Supply Clerk assisting and supporting the with warehouse, property, supplies, receiving and other projects to be accomplished.. The position will work for the Malheur National Forest Support Services Specialist.

APPLICATION INFORMATION & VACANCY ANNOUNCEMENT

The vacancy announcement for this position will be posted on USAJOBS at <http://www.usajobs.gov/>. Applicants should apply through USAJOBS.

If you have questions please contact Gregg Brownlee, 541-575-3186, gbrownlee@fs.fed.us , Judy Morgan, 541-575-3310, jmorgan@fs.fed.us, or Rex Kamstra, rkamstra@fs.fed.us 541-575-3330

ABOUT THE POSITION

This Supply / Property Clerk provides support for the Administration and Budget workload associated with the Malheur National Forest's Supervisors Office and Support Services, including Property transaction on property records, physical inventory of accountable property, Inventory monitoring of forms and common stock items to determine when stocks fall below predetermined level, prepares requisitions for needed items, receives, checks and warehouses stock deliveries. The incumbent is expected to work in a team environment with a diverse customer base, have excellent customer service skills, operate a motor vehicle, be versed in safety procedures, be able to communicate effectively verbally and in writing, and have experience in computer databases. This is a part time 20 hour / week temporary position.

FOREST INFORMATION

The Malheur National Forest is nestled among the majestic Blue Mountains of Eastern Oregon, encompassing more than a million and half acres of wilderness, grasslands, forest, and riparian ecosystems. Riverine systems include the John Day and Malheur rivers. The Malheur National Forest affords unique opportunities for quality of home life, recreation, personal development, and challenging work assignments. It sustains a diversity of vegetation ranging from juniper-sagebrush woodlands and bunchgrass grasslands to high elevation alpine forests of sub-alpine fir and white bark pine. Extensive tracts of Ponderosa pine, western larch, Douglas-fir, Grand fir and Lodgepole pine forests occur between the juniper/grassland foothills and alpine peaks. Elevations range from 4,000 feet to 9,038 feet at the top of beautiful Strawberry Mountain. The majority of the Forest lies in Grant and Harney counties. State Highway 395 bisects the Forest north-to-south and State Highway 26 from east-to-west. The Forest has three ranger districts: Blue Mountain Ranger District, Prairie City Ranger District, both on the north end, and Emigrant Creek Ranger District to the south. Visit the [Malheur National Forest - Welcome!](#) for more information about the forest.



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LOCATION

The position resides at the Malheur National Forest Headquarters, in John Day, Oregon, which is located at the junction of State Highway 26 and U.S. Highway 395 in Northeast Oregon.

ABOUT THE AREA

The upper John Day River Valley is home to the majority of the 8000 residents of Grant County. John Day/Canyon City constitutes the primary population "center" (est. Population 2500) and county seat. It is a full service community with a hospital, medical and dental offices, elementary, junior high and high school, restaurants, motels, Bed and Breakfasts, city swimming pool and historical museums. There is a County airport with a local flying club, fairgrounds, 4H opportunities, soccer, baseball, and softball leagues.

Thirteen miles east, at the base of the beautiful Strawberry Mountain Range, lay the town of Prairie City. The surrounding countryside is a combination of forested mountains, high desert plateaus, and rolling prairie. Both communities lie at the head of the John Day River Valley, the last major undammed tributary of the Columbia River. The area offers unlimited outdoor recreational opportunities including hunting (elk, deer, and upland birds), fishing, hiking, mountain biking/cycling, camping, beautiful scenery, winter sports such as cross country and back country skiing or snowmobiling. It offers wide open, uncrowded spaces for those seeking peace and solitude.

The communities exhibit a rural culture due to their geographic location from urban areas. The closest urban centers include Bend, Oregon (3 hours to the west), Boise, Idaho (3 hours to the east), and Portland, Oregon (5 1/2 hours to the west). For more information about the city of John Day and the Grant County area visit these websites: [Grant County Chamber of Commerce](http://www.grantcountychamber.com/), [John Day > Welcome](http://www.johndaywelcome.com/), <http://www.prairiecityoregon.com/>

OUTREACH RESPONSE

For more information about this vacancy please contact:

Gregg Brownlee, Support Services Supervisor at 541-575-3186, or gbrownlee@fs.fed.us

Rex Kamstra, Administrative Support Assistant at 541-575-3330, or rkamstra@fs.fed.us

Response Form:

Interested applicants please complete the attached Outreach Response and e-mail to: gbrownlee@fs.fed.us rkamstra@fs.fed.us no later than 31 May 2015.



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R6 – Malheur National Forest OUTREACH RESPONSE FORM

To complete form, use tab key to move between fields (gray blocks), or left click on any field. Entries in check box fields are made by a single click to select or unselect. Type entries in other fields.

Position Identification:

Position Title: Supply/Property Clerk

Series/Grade: GS-2005-03

Location: One position will be advertised and filled at the following location: John Day, OR.

Applicant Information

Name: _____ E-Mail Address: _____

Graduation _____
Date: _____

If you are NOT a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following authorities:

- | | |
|---|---|
| <input type="checkbox"/> Reinstatement | <input type="checkbox"/> Person with Disabilities |
| <input type="checkbox"/> Disabled Veteran with 30% Compensable Disability | <input type="checkbox"/> Former Peace Corps Volunteer |
| <input type="checkbox"/> Veteran's Employment Opportunities Act of 1998 | <input type="checkbox"/> Demonstration Project (external Recruitment from the general public) |
| <input type="checkbox"/> Other | |

Position Interest

I would like to be considered for this position in the series identified.

- ☐ Series currently identified and classified
☐ Other appropriate series for which I am qualified

I would like to be considered for this position at the grade level identified.

- ☐ Target grade level currently identified.
☐ Other grade level for which I am qualified (below target grade)

I wish to be considered for this position(s) as:

- ☐ Permanent Assignment (lateral/promotion/change to lower grade)
☐ NTE 1 Year Detail or Promotion opportunity
☐ Term Appointment

Applicants May Use This Space to Identify Special Qualifications, Interests, Needs or Provide Other Information:

Please send this completed form to Gregg Brownlee at gbrownlee@fs.fed.us rkamstra@fs.fed.us or fax it to 541-575-3001 no later than **31 May 2015**.